

THE BUDGET PROCESS

The Village has adopted a biennial budget cycle, which includes the authorization and documentation of the estimated revenues, expenditure budgets, and operating transfers for two fiscal years. This biennial budget document includes the legal budget and supporting documentation for fiscal year 2005, beginning January 1, 2005 and ending December 31, 2005, and for fiscal year 2006, beginning January 1, 2006 and ending December 31, 2006.

The budget process is coordinated by the Director of Administrative Services/Village Treasurer who has been appointed to serve in that capacity by the Corporate Authorities of the Village. The Village operates according to the State of Illinois Budget Act which requires the adoption of an annual budget document prior to the beginning of a year in which expenditures/expenses occur. The Village adopts expenditure budgets for governmental funds, enterprise funds, internal service funds, and Pension Trust Funds. An expenditure budget is not adopted for the Village's two agency funds, the Special Assessments Fund or the Escrow and Deposits Fund. The following pages provide a description of the budget process as well as a budget calendar that illustrates the key dates included in the process.

Review and Development

In February or early March of the year preceding the beginning of a new biennial budget period, the Village Board holds a budget workshop to develop goals and provide guidelines for the upcoming budget process. Based on these goals and guidelines, budget instructions and worksheets are provided to Department Heads in early April. Departments finalize their budget requests and submit them to the Department of Administrative Services by early June. During July, each Department Head meets with the Director of Administrative Services/Treasurer to discuss their respective Department's budget request. Adjustments necessary to balance the budget and/or to more effectively meet the objectives established by the Board are initiated during this review process. The tentative budget document is then finalized and presented to the Village Board for review in mid September. Simultaneously, copies of this document are made available for public review and comment at both the Village Hall and the Barrington Area Public Library.

Adoption

The public has more than three weeks to review the tentative budget before the public hearings on both annual budgets in late October. A notice of the public hearings is published at least ten days in advance in two general circulation newspapers (The Daily Herald and The Barrington Courier Review). The public hearings on the budget provide residents with the opportunity to comment upon and make suggestions about the budget to the Village Board. The public hearing for the first year occurs first and is followed immediately by the public hearing on the second year of the biennial budget. After the public hearings are held, the Budget may be revised and passed without any further inspection, notice, or hearing. Based on the current language of the Budget Act, the document for the first fiscal year of the biennial budget is usually considered and approved by the Board in October; the document for the second fiscal year of the biennial Budget is usually considered and approved by the Board in January or early February of the following year.

Amendments and Transfers

The Village's Budget Officer may transfer money between accounts within an Accounting Fund at his/her discretion as long as these transfers do not result in a change to the total expenditure amount included in the approved budget for the respective Accounting Fund.

If it becomes necessary to effectuate a change that impacts total expenditure dollars budgeted in a particular Accounting Fund, such change can only be made following the approval, by a two-thirds vote of the members of the Corporate Authorities then holding office (65 ILCS 5/8-2-9.6), of an ordinance amending the budget for the respective Accounting Fund.

Budget Calendar

<u>Description of Activity</u>	<u>Completion Date</u>
Village Board Goal Setting Workshop	February, 2004
Budget manual and worksheets issued to Department Heads	March 15, 2004
Completion of personnel expenditure projections and budgets; submission of projections and budgets to the Village Treasurer for review.	April 1, 2004
All budget requests, worksheets, issue papers, and supporting documents are submitted by each Department to the Village Treasurer and Administrative Services. Department Heads complete review of personnel projections applicable to their Department.	May 3, 2004
Revenue estimates completed by the Assistant Director of Administrative Services and submitted to the Village Treasurer for review.	May 10, 2004
Completion of Data Entry of revenue estimates and department budget requests and generation of budgets for funds, departments, and divisions.	May 31, 2004
Letters sent to non-profit organizations with instructions for requesting funding from the Village, with a due date of June 30, 2004.	June 1, 2004
Discussion of departmental budget requests between Village Treasurer and Department Heads.	June 21 – July 2, 2004
Based on results of budget meetings between Village Treasurer and Department Heads, completion of data entry of revised Department budget requests and regeneration of overall budgets for funds, departments, and divisions.	July 16, 2004
Submission of accomplishments, activity summaries, performance statistics, and other supplemental budget information from each department to Administrative Services.	July 16, 2004
Submission of Fire Department Budget to the Barrington Countryside Fire Protection District	July 23, 2004
Barrington Countryside Fire Protection District Fire Department budget review meeting.	August 30, 2004
Village Board establishes tentative dates for the public hearing on the 2005 and 2006 budgets. Board also establishes dates for the adoption of the budgets.	September 13, 2004
Proposed 2005 – 2006 Budget submitted to the President and Board of Trustees (one week before Committee of the Whole meeting); Proposed budget available for public inspection at Village Hall, the Barrington Library, and on the Village Web Site.	September 24, 2004
Calculation of required Village contribution to both the Police and Firefighters' Pension Funds completed by the Village's Actuary.	September 30, 2004
Notice of publication for public hearings on proposed Budget sent to corresponding newspapers.	October 1, 2004
Committee of the Whole Budget meetings.	October 2 & 4, 2004
Publication of the Notice for the Public Hearing on the Proposed Budget (at least one week prior to the public hearing)	October 15, 2004

<u>Description of Activity</u>	<u>Completion Date</u>
Public hearings before the Village Board on the Biennial Budget, one for each fiscal year.	October 25, 2004
Village Board Adoption of the 1st Year of the Biennial Budget.	November 8, 2004
Deadline to file approved budget for 2005. Certified copy of the Ordinance and Certificate of Estimate of Revenues must be filed with each County Clerk (must be filed no later than 30 days after passage of the Budget by the Board).	December 8, 2004
Village Board Adoption of the 2nd year of the Biennial Budget.	February 14, 2005
Deadline to File Approved Budget for 2nd Year, Certified Copy of the Ordinance and Certificate of Estimate of Revenues with each County Clerk (must be filed no later than 30 days after passage of the Budget by the Board).	March 16, 2005
Deadline to send printed budget document to GFOA for review under the Distinguished Budget Awards Program.	May 15, 2005

Village of Barrington

Key Dates and Descriptions 2005 - 2006 Biennial Budget Process

